

Senior Management Team Meeting Outputs – 9 June 2020

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Stevie Wilson, Inspector (SW)
Joanne Jamison, FSD (JJ)
Linda Boal, CSO (LB)

1.0 Minutes

- Minutes of the previous meeting were agreed and signed by JD.

2.0 Matters arising and the status of actions from previous management reviews in dealing with risks and opportunities - **ISO Clause 9.3.2 (a)**

- Covered in the agenda.

3.0 Finance and Audit - and information on the performance of external providers. **ISO Clause 9.3.2 (c)**

JJ distributed papers in advance of the meeting.

The Draft budget for 2020-21 was confirmed on 2 April as follows:

- Cash Resource budget of £1.3m.
- Capital budget of £10k for mobile phone replacement (funding for replacement office furniture £8k not funded).
- Non Cash Resource budget £23k.

Resource funding – April 2020 position

- CJI's Draft Budget Allocation confirmed on 2 April 2020 as unringfenced resource DEL - £1.3m.
- Staff spend and Non Staff spend against budget are on target.
- Non cash resource and capital budget are on target.
- The June monitoring round was submitted to the Department on 4 May 2020 advising with no easements at this time. Pressure still exists round the £8k not funded for capital.
- The 2020-21 exercise to identify financial impacts of Covid-19 return submitted to the Department on 20 May 2020, identifying no financial impacts at this time but highlighting that any in year budgets cuts would present risks for CJI. A further request for equality impacts was submitted on 1 June 2020.
- The IFRS 16 Lease Reclassification exercise assessment has been shared with the CJI external Auditors, Deloitte for consideration. To be taken forward with Deloitte when the 2019-20 audit has been completed.

4.0 Staff and Resource

- JC advised that ten applicants have now been selected for interview in the Inspector recruitment competition. Interviews have been put on hold until it is safe to arrange them on a face to face basis. CJI offices is still the preferred location for interviews.
- JC is working on a business case to secure extra funding to recruit a second full time

permanent Inspector.

- A response from Department of Finance in relation to the Inspector pay scale business case is still outstanding. JD asked MMcV to request a meeting with DoJ sponsor and FSD and DoF to progress this. JD may raise with Glyn Capper or Brian Gryzmek.

Action MMcV

- JC advised that the business cases for the pay remits in relation to the 2019 salary increase will be the same as previously and not the reduced version we had hoped for. Work has yet to commence in relation to this.
- JC has revised the CJI Recovery Plan which incorporates feedback from the Inspectors most specifically in relation to re-starting on site fieldwork.
- Not aware of guidance from NICS or Sponsor Department in relation to any changes in carrying forward annual leave for the 2020-21 year. Due to staff working remotely, annual leave is not being taken in the usual manner. This results in two issues: the first is in relation to staff welfare and could impact on motivation and morale and the second is the financial consideration of accumulated leave. The SMT encourage all staff to take a period of leave over the summer months. All annual leave requests should be agreed with JC and emailed to JG in order to update the database.

Action: All staff

5.0 Business Manager Update including the effectiveness of actions taken to address risks and opportunities and opportunities for improvement **ISO Clause 9.3.2 (e&f)**

- MMcV is progressing the first draft of the Annual Report and Accounts. This will then be shared with FSD for comment and feedback.
- MMcV will order a small supply of basic PPE equipment through the DoJ collaborative contract. This can be reviewed and amended as required. A small pack will be made available to each Inspector to take on site.
- JD asked MMcV to escalate the order of supplies for the Inspector packs and reiterated that Inspectors should not undertake fieldwork where they would not feel safe.

Action: MMcV

6.0 Media & Communications including changes in external and internal issues that are relevant to the quality management system; customer feedback received since last meeting **ISO Clause 9.3.2 (b)**

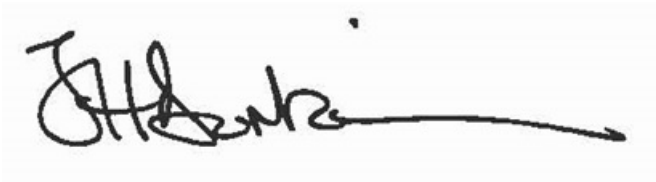
- The Prison inspection reports were published on 9 June with good media coverage.
- Design two version of the Child Sexual Exploitation report is expected soon and will be progressed for publication.
- The first design version of the Victims and Witnesses report has been received and will be proofed.
- JD would like both the Child Sexual Exploitation and Victims and Witnesses reports published by 30 June if at all possible. MMcV said she would endeavour to make this happen but there are other competing priorities such as the Annual Report and the end of year audit.

7.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The inspection programme will be discussed at the general staff meeting 10 June.

8.0 AOB

- There were no further points for discussion.



Jacqui Durkin

21 July 2020

Date

Next meeting –21 July 2020 at 10:00am
Inspector attending – Ian Cameron